

5 February 1973

D R A F T   C O P Y

## TEST EQUIPMENT WORKING GROUP STANDARD OPERATING PROCEDURES

### I. MISSION

- A. The OC Test Equipment Working Group (TEWG) is responsible to the Office of Communications Equipment Board for the following:
1. Review test equipment requirements levied by OC Divisions and Staffs with a view to achieving commonality in the areas of standardization, procurement, usage, maintenance, training, and general support.
  2. Submitting to the OC Equipment Board documentation relating to:
    - a. Standardization of new test equipment.
    - b. Selection of an improved version or extended capability model of a present standard.
    - c. Technical justification for any additions or deletions in the Test Instrumentation Standards Manual.
    - d. Materiel classification of new and revised standard test equipment.
    - e. Materiel reclassification of test equipment being replaced.
    - f. Procurement recommendations.

### II. ORGANIZATION

- A. TEWG will consist of one voting member each from OC-SCD, OC-SPD, and OC-CCD plus a (non-voting) representative of the staff network equipment programming function of OC-SCD. The chairman shall be appointed by the OC Equipment Board.

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The other members shall be selected by the Chiefs of the participating Divisions.

- B. Non-voting participants to the Working Group may be invited by the chairman to participate, if necessary, for advice and consultation.
- C. Alternate members may be assigned to the Working Group by the participating divisions.

### III. PROCEDURES

- A. In order that the TEWG may meet its mission responsibilities the following procedures will be used:
  - 1. OC Divisions and Staffs requiring any type of test equipment will refer to the current Test Instrumentation Standards Manual to determine if the equipment is on the Standards List.
  - 2. In the event test equipment requirements cannot be satisfied from the current Test Instrumentation Manual, a description of the requirement and suggested test equipment shall be submitted to the TEWG for review and recommendations.
  - 3. When a test equipment requirement exists where there is no standard, the TEWG is authorized to task appropriate OC components through the Equipment Board with performing a technical/operational evaluation. This evaluation will determine the equipment's suitability for the requirement and possible inclusion as a standard.
  - 4. Limited quantity, highly specialized test equipment, which will be used only at a single location such as the OC-CCD/LAB or OC-SPD/CEN will be exempt from TEWG review. However, it will be the responsibility of the above groups to inform the TEWG of any procurement action involving test equipment. This information will enable the TEWG to compile data necessary to provide possible changes in standards and for future planning.